

Arkansas Agency Travel Card Program

Business Travel Card Online Registration

Information for Travel Managers and Coordinators and Cardholders

BTC and SBTC Applications

The Arkansas Department of Finance and Administration – Office of State Procurement has established a web site for employees, who have a job related requirement to travel, to register for the state issued travel card.

Travel Managers or Traveling Coordinators (Travel Official) for each Agency and Institution (Agency) must ensure that employees receive (1) the enrollment instructions and (2) the web site address.

Employees are to print the application from the web site, complete the requested information (print or type), and sign the application. Employees must submit the application to the Agency Travel Official. Travel Officials will review the information to insure that the employee requires traveling in the operation of the job and for completeness of information. The official shall establish the proper card strategy for the cardholder, record agency number, sign the application, and submit the application to UMB for processing.

UMB will review the application, and mail the credit card directly to the employee's home address with instruction on activation. Once activated the cardholder may use the card for official state travel.